

# **Kirkbymoorside Outdoor Bowling Club – Constitution & Rules**

*(Revised 2017, February 2023 and October 2023)*

## **1. The club**

Established in 1976, the club shall be known as the Kirkbymoorside Outdoor Bowling Club. The club is registered as a Community Amateur Sports Club (CASC). The club committee may refuse membership or remove it, only for good cause such as conduct or character likely to bring the club or the sport into disrepute. Appeal against refusal or removal may be made to the members.

## **2. Aims and objectives**

The club's main aim is to provide facilities for and to promote participation in the amateur sport of lawn bowls in Kirkbymoorside and the surrounding area

## **3. Membership**

Membership of the club shall be open to anyone interested in lawn bowls regardless of race, age, gender, sexual orientation, religious belief or ability who completes an application form and pays the relevant subscription fee as determined by the club for the type of membership required: a) Full Membership, b) Social Membership, c) Junior Membership (up to age 16) and d) Life Membership.

Subscriptions will be kept at a level that will not pose a significant obstacle to people participating in lawn bowls.

## **4. President**

A president of the club shall be appointed at the Annual General Meeting

## **5. Officers**

Officers of the club shall consist of the President, Chairman, Secretary, Treasurer, Vice Chairman, Club Captain, BATA League Captain, Ryedale Veterans League Captain, Hovingham League Captain, Fixtures Secretary, Competitions Secretary and Green Keeper.

## **6. Committee**

The affairs of the club shall be administered by a committee of the officers of the club and 4 full members who will be elected at the Annual General Meeting. All decisions made by a majority of the committee will be final.

## **7. Annual General Meeting**

The Annual General Meeting (AGM) shall take place within 6 weeks of the end of the club's financial year (October 31st). At least 30 days' notice of the AGM shall be given to all members and any proposals must be in the hands of the secretary at least 14 days prior to the AGM. Any Extraordinary General Meeting (EGM) of the club will require 14 days' notice given to all the members. An EGM may be called either by a majority decision of the committee or by written application of the full proposals to the Secretary by either 10% of the members or by 10 members, whichever is the higher. A quorum shall be 25% of the membership at all general meetings of the club

## 8. Nominations

A list of nominations will be given to all paid up members at least 30 days prior to the AGM. Nominations must be proposed and seconded by members and received by the Secretary at least 14 days before the AGM, after which time an agenda will be circulated to all members. No nominations will be accepted from the floor unless the post remains vacant.

## 9. Elected officers

The officers and other members of the committee shall be elected at every AGM and shall hold that office until the next AGM the following year. All vice captains shall be invited to follow on as captain the following year.

## 10. Meetings

The meetings of the committee shall take place at least 6 times a year. At the first committee meeting following the AGM, members may, by vote, co-opt any paid up full member onto the committee for one or more meetings where the knowledge of that co-opted member is considered valuable. Co-opted members do not have a vote on any decisions made by the committee. The Chairman will preside over all meetings of the committee and ensure that the Secretary keeps correct minutes of the procedure of such meetings. The committee shall meet together for the dispatch of business, adjourn and regulate their meetings as they see fit. Decisions made at any committee meeting will be carried out only on a majority vote. The Chairman will have a second casting vote at any meeting where votes for and against are equal. 6 members attending a committee meeting will be a quorum.

## 11. Sub Committees

The AGM or committee may appoint sub committees for any purposes as they determine. Sub committees shall comply with any instructions given to them by the AGM or the committee. Any such subcommittee shall include one member of the committee who will give regular reports on the activities of the subcommittee to the club committee.

## 12a. Secretary's duties

The secretary shall keep a register of the names and addresses of all members, call meetings, keep correct minutes of the proceedings of all general and club meetings and conduct all correspondence pertaining to that office.

## 12b. Chairman's duties

The Chairman will lead all meetings within the club. Be responsible for key decision making and leadership within the club in consultation with other members of the committee

## 13. Treasurer's duties

The Treasurer shall receive and on authority of the committee disperse all monies due to or from the club. The Treasurer shall be responsible for regularly maintaining the books appertaining to that office and for preparing income and expenditure accounts and balance sheets for audit at the end of the club's financial year.

## 14. Competition Secretary's duties

The Competition Secretary shall be responsible for collating and preparing entry forms for all outside competitions (County and Area) and for ensuring their submission by the due date. The Competition Secretary shall be responsible for the organisation and administration of all the club competitions. All club competition draws to be made by the competition secretary and a committee member.

#### 15. Fixture Secretary's duties

The Fixtures Secretary is responsible to the committee for arranging all fixtures and for the coordination and publication of the fixtures book.

#### 16. Dress

All competitive games for men are to be played in grey trousers/shorts, club shirts or white tops and ladies in grey skirt/trousers/shorts, club shirts or white tops. All club matches (league and friendlies), club shirts must be worn. Games in white, regulation dress must be worn. Correct footwear to be worn on the green. Shorts may be worn and ideally type approved by Bowls England and bear their motif.

#### 17. Subscriptions

Subscriptions shall be fixed at the AGM and become payable on or before 1st April each year for the forthcoming season. No one will become a member until the payment has been made. All the previous seasons' members will be advised regarding payment of subscriptions by the Secretary in February each year. Changes in addition to the aforesaid subscriptions may be prescribed by the committee for any activity of the Club to be payable by members participating therein.

#### 18. Cheques

Every cheque drawn on the club's bank account shall be signed by 2 of the following officers: Treasurer, Secretary, Chairman and 1 nominee approved by the committee.

#### 19. Accounts examiner

The accounts of the Club shall be audited by an accounts examiner, appointed at the AGM

#### 20. Surplus income

All annual surplus income or profits will be reinvested in the club. No surpluses or assets will be distributed to members or a third party.

#### 21. Dissolution

If at any general meeting of the Club a resolution is passed calling for the dissolution of the Club the Secretary shall immediately convene a special general meeting to be held not less than one month thereafter to discuss and vote on the resolution.

If at that special general meeting the resolution is carried by at least two thirds of the members present, the committee shall thereupon, or at such a date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all the debts and liabilities of the Club, the remaining assets shall be given or transferred to another CASC, a registered charity, Yorkshire County Bowling Association or Bowls England for use by them in related community sports.

#### 22. Discipline

Any disciplinary matters will be dealt with in accordance with Bowls England regulation 9

#### 23. Safeguarding

The Club will adhere to the safeguarding policies of Bowls England.

As per Bowls England Regulation 2.5.2 we adopt and follow all policies and guidelines approved by Bowls England and UK Anti-Doping. We follow all procedures set out in Bowls England Regulation 9, 9a and 9b. We abide by all sanctions, recommendations and/or decisions from the Case Management Panel or National Disciplinary Panel.

#### 24. Equalities

The Club will adhere to the safeguarding policies of Bowls England